

JOB DESCRIPTION

Business Support Assistant – Maternity Cover

THEATR BRYCHEINIOG CYF

Theatr Brycheiniog, Brecon's Centre for the Arts, opened in April 1997, as the first wholly Lottery funded new build arts organisation in the UK. Situated in one of the most picturesque locations in the UK; on the canal basin in the heart of Brecon, Theatr Brycheiniog proudly serves the town and surrounding areas of Powys, Monmouthshire and beyond.

Theatr Brycheiniog is a varied and popular arts venue, programming professional productions each year that include theatre, opera, dance, a wide range of music, live screenings, film events and participatory projects, as well as being a significant venue for local community organisations. The theatre is open all year round and attracts regular visitors from across the country and also internationally, particularly for key annual events that include the Brecon Baroque Festival.

The venue offers a range of spaces for performance and participation, including its purpose built 477-seat auditorium and 120-seat studio/rehearsal space. It also has a meeting room, dressing rooms and a gallery space alongside the thriving bar and café function, all of which are versatile spaces that host a variety of events.

JOB DESCRIPTION

Post Title: Business Support Assistant – Maternity Cover

Salary: Circa £22,400 pa

Based at: Theatr Brycheiniog

Hours: 37.5 hours per week

Responsible to: General Manager, Theatre Director, Duty Manager as appropriate.

MAIN PURPOSE OF POST

To assist in the provision of an efficient and effective business support service to Theatr Brycheiniog Cyf (TBC). This role looks after the delivery of facilities and office services and provides administrative support to the Theatre Director, Programming Team, Hires Operation and other departments as appropriate.

PRINCIPAL RESPONSIBILITIES

The Business Support Assistant will create and maintain office services and facilities for all departments ensuring a smooth-running office and diary schedule system at all times. In undertaking this role the Assistant will:

- Create, provide and maintain effective and efficient office systems for all at TBC to use, undertaking a full range of clerical duties, including word processing of correspondence, agendas, reports, policies and procedures and associated documents for all departments including Board and all sub committees, creating, maintaining and archiving a range of electronic / manual information systems and files as appropriate
- Manage office systems and facilities including but not limited to stationary, photocopying, telephone system and liaising with external suppliers as appropriate and processing incoming and outgoing mail
- Oversee and manage the schedule and diary for TBC, attending and administering the scheduling of TBC, and holding weekly diary meetings
- Deputise for and assist the General Manager in their duties in supporting the business. This may include, but is not limited to attending internal meetings on their behalf, supporting the café, bar, housekeeping and Front of House, operations and providing administrative support to them
- Liaise with other organisations including statutory, independent and voluntary agencies
- Undertake project work on a 'task and finish' basis under the direction of Management Team

DEPARTMENTAL SUPPORT

The Business Support Assistant will act as the central contact for all departments, in undertaking this role the Assistant will:

- Provide administrative support to all departments
- Support the Marketing and Audience Development Team, including but not limited to assisting with mail outs, writing and sending correspondence, liaising with customers, assisting with the management of the website, deputising for box office staff and undertaking duties within the box office when required
- Support the Technical Team, including but not limited to assisting with writing and sending correspondence, liaising with visiting companies, scheduling the housekeeping and front of house teams and supporting the Technical Manager as required from time to time
- Deputise for the General Manager in their support for the café team and staff, and undertaking café duties when required
- Liaising and managing communication in support of the Finance Team, including providing financial records on all hires and programming deals
- Providing support to all areas of the Theatre including Marketing, Box Office, Technical, the café, Finance and Administration
- Lead on delivery of the Friends and Patrons programme, writing and sending information to those joining and renewing membership, contacting relevant friends and patrons regarding events and liaising with the marketing team to deliver regular communications specific to membership levels

PROGRAMMING

The Business Support Assistant is the Administrator for the Programming Team and Theatre Director. In undertaking this role the Assistant will:

- Receive and process programming information and materials
- Oversee the management of the Main House Schedules
- Liaise with and act as central contact for all external visiting companies working with TBC
- Support the Programming Team, by attending and minuting meetings, producing papers, undertaking research and writing reports as required
- Administrate programming on behalf of the Theatre Director on all matters; to include liaising with companies, producing contracts and program information sheets and forwarding.
- Maintain and oversee the receipt, collection, collation and storage of signed documentation and keeping of appropriate records

HIRES

The Business Support Assistant acts as the central contact point for hires and hirers of TBC's facilities, services and events. In undertaking this role the Assistant will:

- Act as the first point of contact for individuals and companies wishing to hire TBC
- Liaise with the Management Team regarding hire of the venue to include sending out contracts, ensuing receipt of signed documentation, liaising with all departments and ensuring everything is set up as required
- Meet hirers to discuss needs when required
- Oversee, welcome and support the hirer's use of the building when here at TBC
- Liaise with and provide support to the technical team in their provision for any hire
- Work with the Front of House, Housekeeping and Café/Bar team in ensuring the preparations for any hire are undertaken, delivered and managed.

GENERAL DUTIES

- To be familiar with and comply with all relevant Health and Safety policies, operational procedures, personnel, data protection and financial regulations.
- The post holder's duties must at all times be carried out in compliance with TBC's Equal Opportunities Policy ensuring equality of opportunity is afforded to all persons both internal and external to TBC, actively seeking to eliminate any direct or indirect discriminatory practices or behaviour.
- Occasionally work evenings or weekends.

NOTE:

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by Management Team from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'